

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

| | | | | | | |
|--|--------------------------|-------------------------------------|--|--|------------------|--------------------|
| 1. Agency Name Department for Children and Families | | 9. Position No. K0053717 | 10. Budget Program Number 23611 | | Agency Number | |
| 2. Employee Name (leave blank if position vacant) | | | 11. Present Class Title (if existing position) Administrative Specialist | | | |
| 3. Division Kansas City Region | | | 12. Proposed Class Title | | | |
| 4. Section Personnel Services | For Use By | 13. Allocation | | | | Position Number |
| 5. Unit Personnel Services | | 14. Effective Date | | | | |
| 6. Location (address where employee works) City: Kansas City County: Wyandotte | | 15. By | Approved | | | |
| 7. (circle appropriate time) Full time Perm. Inter. Part time Temp. 100 % | Personnel Office | 16. Audit Date: By: Date: By: | | | | |
| 8. Regular hours of work: (circle appropriate time) FROM: 8:00 <u>AM</u> /PM To: 5:00 <u>AM</u> /PM | | 17. Audit Date: By: Date: By: | | | | |

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

| Name | Title | Position Number |
|----------------------|--|-----------------|
| Jodi Erickson | Human Resource Professional III | K0049614 |

Who evaluates the work of an incumbent in this position?

| Name | Title | Position Number |
|-------------|-------|-----------------|
| SAME | | |

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed under the general supervision of the Human Resource Professional III. General instructions are given as to outcomes and the incumbent is allowed to analyze and develop their own work sequences to conform to policy, procedures and regulations.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

| No. Each Task and Indicate Percent of Time | E or M | |
|--|--------|--|
| 1.40% | | <u>Payroll</u> |
| | E | Confirms information from employee's time/leave documents are correctly coded and entered into Sharp by deadline to assure that paychecks are generated accurately and timely. Verifies accuracy of payroll data entry using reports and internal processes within time limits for each payroll period. Resolve problems to assure that time/leave and compensation are accurate to limit arrearage/refund adjustments and supplemental. |
| | E | Administers payroll, timesheet and SHaRP training as needed. |
| | E | Monitors employee earning and use of compensatory hours, Donor and Shared leave, FMLA hours and annual hours available to unclassified, regular and temporary employees to ensure compliance with State and DCF rules and regulations. Contacts employees and supervisors as necessary to provide information regarding balances and vacation leave balances over maximum accrual rate to avoid forfeiture of excess leave. |
| | E | Maintains employee Comp time/Overtime elections. Tracks compensatory time earnings and overtime payments by pay period and fiscal year. |
| | E | Tracks longevity bonus payment schedule. Contacts employees to provide longevity bonus payment information. Provides longevity bonus information to Deferred Compensation as needed. |
| | E | Monitors Workers Compensation payroll issues and advises HRP III of any significant developments related to individual cases. Advises supervisor of any significant data and information impacting individuals, agency policy or operations. |
| 2. 30% | | <u>Personnel General Support</u> |
| | E | Notifies all KC Region Supervisors 30 days prior to evaluation due date. Track receipt of evaluations. Enters all performance reviews into Sharp to ensure timely completion according to regulations. Ensures that performance information is accurately recorded on personnel transaction logs. Scans a copy of the completed performance review and emails to the appropriate employee and supervisor in a timely manner. |
| | E | Enters all employee Sharp personnel transactions including direct deposits, W4, K4, address changes, savings bond enrollments, reallocations, discipline, terminations, etc. |
| | E | Assists employees in completing benefits related forms, applications and other Personnel related paperwork. Provides answers to technical questions regarding payroll and leave computation. Gives input, based upon working knowledge to supervisor when designing/analyzing new electronic office equipment, systems, procedures, application of software, etc., in Personnel Services. |
| | E | Files all work related injuries to Worker's Compensation, tracks employee medical statements and bills for submission to work comp for accurate payment and absence from work. Sends out FMLA paperwork and tracks qualifying leave time. Notifies supervisors of all staff absences. Keep your supervisor apprised regarding these issues and situation developments. |
| | E | Assist HRP II with recruitment process by setting up position announcements in SHaRP, sending out position announcements, monitoring recruitment mailbox for applications and supporting documents, calling applicants to schedule interviews and assist with interviews. |

| | | |
|--------|---|---|
| 3. 20% | E | Verifies employment and completes written requests as needed. File written documents in the employees personnel file. |
| | E | Provides backup to other Personnel staff in the region to insure timely completion of transactions and payroll. Provides new employee orientation when requested by supervisor. |
| | E | Coordinate Employee Recognition Programs: prepare annual service award letters and certificates to recipients and KC Region retirement certificates. Oversee service award program to assure all eligible employees are recognized for their years of service annually. |
| | | <u>Clerical Support</u> |
| | E | Prepares letters, reports and other communications as instructed by the HRP III or HRP II. Schedules meetings and rooms as needed. |
| 4. 10% | E | Maintains employee personnel files to ensure files are current and information is easily accessible. Files documents and reports so that all Personnel records and files are current and information is easily retrievable by Personnel department staff. Organizes, maintains and distributes Personnel material, information and packets for employees in region. |
| | E | Tracks employee social work and attorney licensing. Record valid license on Personnel tracking database in a timely fashion for Personnel department use. Submit notifications of upcoming license expiration to employees and copy regional supervisors and Personnel Director to assure compliance with state licensing requirements. |
| | E | Maintains new hire database to ensure all mandatory forms, including signed position descriptions, are received. Requests necessary information from staff and supervisors as needed. |
| | | <u>Misc</u> |
| | E | Attends approved training and conferences to gain knowledge of current HR policies and procedures. |
| | M | Other duties as assigned. |
| | | <p>This position, while performing functions in areas of responsibility, will promote and support excellent customer service amongst all employees, customers and the public.</p> <p>Work is done independently with the employee setting own daily work schedule and prioritizing work to meet given deadlines. Work is reviewed by supervisor on an intermittent basis for completion, accuracy, and timeliness, as well as adherence to established policies and procedures.</p> |

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

N/A

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23. Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

Consequences of not performing the essential functions of this position would result in untimely compensation and benefits for employees. Improper or lack of benefits, or delays in paycheck could cause employees serious financial hardships. Inaccurate information or decisions could result in legal liability for the Region as well as additional work, delay and cost.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with Regional management and staff to maintain, communicate, coordinate and counsel on personnel matters and regulations. Occasional contact with Central Office or other offices to seek or provide information or resolve employment or benefit issues.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal physical office environment; pressure and stress associated with the responsibility of the position and meeting deadlines. May have irate employee on occasion.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: computer, telephone, e-mail, copier

Frequently: calculator, fax machine, scanner

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge of human resource rules, regulations, policies and procedures. Experience in processing payroll and personnel record keeping. Experience with personal computers and office equipment. Experiences with word processing, spreadsheet and database applications, that include the use of create functions, macros, tables, forms, queries and reports.

Experience - length in years and kind

Two years of experience in general office, clerical and administrative support work

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date